

Report for Week Ending 18 January 1956
from
RECORDS DISPOSITION BRANCH

Projects 5-32, 5-77 and 6-12

No change from previous report 25X1A9a

Project 5-70 - Office of Training [REDACTED]

The preliminary records control schedule for the OTR has been coordinated with the ARO. However, due to the temporary lack of clerical support, the typing of the schedule for coordination and approval by the various school, staff and branch chiefs will be temporarily delayed. This situation is expected to be resolved within a few days. Project is 81% complete.

25X1A9a

Project 6-11 - Office of Personnel [REDACTED]

Comments on the preliminary schedule for the Records and Services Division were received. The Division concurred in most of the items, including the disposal instructions for the voluminous applicant files. However they non concurred in the instructions for the Official Personnel Folders and a few other items. Meetings will be held in an attempt to arrive at an acceptable solution. Project is 35% complete.

25X1A9a

Project 6-15 - DD/I [REDACTED]

The records control schedule which was coordinated and approved by the Staff of O/DD/I has been forwarded to this office for approval. Because of its position in the Agency structure 31% of the records were appraised as permanent. Two items on the schedule require legal authorization from National Archives and Congress for destruction. Project is 84% complete.

General

FOIAb3b1

Two [REDACTED] reports have been forwarded to the Agency Classification Control Officer for review.

The Area Records Officer, Comptrollers Office, has submitted a Budget Division records schedule for review. Based on an inventory of filing equipment furnished by the ARO, the total records holdings of the Office are estimated to be 5395 cu. ft.

DD/P has stored 1499 cu. ft. of material in their Records Center vault to date. Total capacity of the vault is 3780 cu. ft.

25X1A7a

Medical Staff and [REDACTED] have requested review of their records disposition programs. Meetings are being arranged.

[REDACTED]

25X1A9a